



DRAFT

Executive Agreement Schedule

JANUARY

No Executive Agreement requirements/deliverables to Governor's Office.

FEBRUARY

No Executive Agreement requirements/deliverables to Governor's Office.

MARCH

Cabinet Meeting (3/22/04)

- Executive Agreement Discussion/Training
- Topics: Review of process & key dates; examples of good measures; discussion of migration to one set of public measures; discussion of Management Scorecard.

Secretaries hold one-on-one meetings with each of their Agency Heads (Late March/Early April)

- Discuss performance on Executive Agreements and Scorecard.
- Ensure that measures in the Agreement are appropriate and updated (Gen. Assembly actions, etc.)
- Review/Approve any changes to Agreement prior to forwarding to Chief of Staff and Governor.

APRIL

Chief of Staff attends group meetings with each Secretary and their Agency Heads.

MAY

Governor meets with Agency Heads.

JUNE

Agency Heads ensure that the latest approved Executive Agreement updates are entered onto Virginia Results by June 30th.

JULY

No Executive Agreement requirements/deliverables to Governor's Office.

AUGUST

No Executive Agreement requirements/deliverables to Governor's Office.

SEPTEMBER

Secretaries hold one-on-one meetings with each of their Agency Heads (Late March/Early April)

- Discuss performance on Executive Agreements and Scorecard.
- Ensure that measures in the Agreement are appropriate and updated (Gen. Assembly actions, etc.)
- Review/Approve any changes to Agreement prior to forwarding to Chief of Staff and Governor.

OCTOBER

Chief of Staff attends group meetings with each Secretary and their Agency Heads.

NOVEMBER

No Executive Agreement requirements/deliverables to Governor's Office.

DECEMBER

Governor meets with Agency Heads.

Agency Heads ensure that the latest approved Executive Agreement updates are entered onto Virginia Results by December 31st.